



AmeriCorps Performance Measure Revision Process

Revisions to your program performance measures require approval by Volunteer Tennessee and, in some cases, the Corporation for National and Community Service.

When should a request for a revision be submitted? Any time you need to change any part of a performance measure. Your request will be submitted directly to your Program Officer via email. Volunteer Tennessee may also request a revision at any time.

Why do revisions need approval? So that Volunteer Tennessee can monitor the approved performance measures and ensure proper stewardship of federal funds. Revising performance measures will trigger a change to your contract.

Who should request revisions? The Program Director should initiate the performance measure revision process in consultation with the host agency. Please follow established processes at your host agency for reviewing grant changes.

Performance measure revisions:

1. Send an email to your Volunteer Tennessee Program Officer with a **strong** justification for the change and a clear and complete explanation of exactly what the changes will be (e.g. change the tool from a sign-in sheet to a survey to better track results; decrease beneficiaries from 200 to 175 because service process has increased in intensity; change standard from 80% will show improvement to 85% will show improvement because initial results indicate a higher success rate; etc.). Note that merely not being on track to meet targets is not a sufficient justification for a performance measure change.
2. The Program Officer will approve, require additional information, or deny with explanation, the requested changes.
3. If the revisions are approved, changes will be made in eGrants as follows:
 - I. Your Program Officer will inform you when the grant is ready to initiate an amendment for a performance measure revision.
 - II. Make changes to the approved performance measures **only**.
 - III. Save your changes and submit back to prime for review.
4. Notify the Program Officer that changes are awaiting approval in eGrants.
5. The Program Officer will review the revised measures and approve or request additional revisions via e-mail.
6. Keep a copy of this final approval email and a printout/electronic copy of your revised performance measures with your contract as documentation of the revision by letter to your contract.
7. A contract amendment may be generated and will need to be signed by your authorized signatory.